

The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees

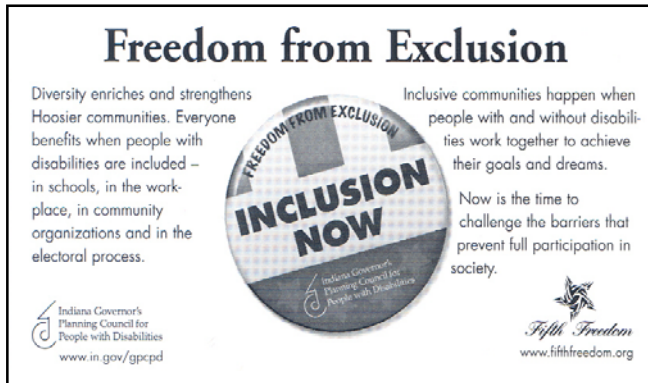


Disability Awareness Month “Freedom From Exclusion - Inclusion Now”

We live in a nation where everyone is different, however, each person has something unique to offer the world. When people from different walks of life work together, we can break barriers that hinder individuals, workplaces, schools and communities from including individuals with disabilities.

The Disability Awareness Month 2004 theme is entitled “FREEDOM FROM EXCLUSION – INCLUSION NOW.” This year’s poster, in the style of great American artist Norman Rockwell, depicts a contemporary polling place that presents several challenges for people with disabilities trying to participate in the electoral process. For example, although the polling place is marked with a universal access symbol, voters must navigate two steps to reach the voting booth – a difficult and often impossible task for people who use

wheelchairs. Rockwell’s paintings also illustrate President Franklin D. Roosevelt’s “four freedoms Americans should cherish” – freedom from fear, freedom of speech, freedom of religion and freedom from want.



Now is the time to challenge the barriers that prevent full participation in today’s society. The Governor’s Planning Council for People with Disabilities invite you to join other disability advocates across the state in celebrating Disability Awareness Month by raising peoples awareness and understanding of disability issues

within your respective agencies. If you would like to obtain a complimentary copy of the poster to display in your agency or would like disability related information, contact the Council at GPCPD@gpcpd.org or call (317) 232-7770.

Pick a Date, Change Your Life

Have you made plans to quit smoking as soon as your life slows down? Or when your diet goes well? Or when your next birthday arrives? If so, you are headed down the right track. Milestone dates are important when it comes to making a lifestyle change; however, picking the most appropriate moment in your life can increase your chance for success.

Ready to take the first step? It’s important to realize that smoking is not an easy habit to kick, and often smokers try several times before they make the lifestyle change for good. Keep in mind that setting goals can help you stay on track to a healthier new you!

Pick a Date: Select a time that has significant meaning to you, like an anniversary or birthday. Choosing a time that is special to you can create motivation that other times in your life cannot.

Develop a Plan: You have options when it comes to quitting. Take the time to determine your personal plan of attack. Some smokers might choose to slowly cut back or stop abruptly, while others may consult with their doctor about the variety of cessation options available.

Helpful Tips for Your Quit Day: Once your day arrives, be aware of a few things you can do to make the process a little easier. First, get rid of all cigarettes, lighters and ashtrays. Stay active by going on a walk, exercising or enjoying a hobby. Drink lots of fluids and reduce or avoid alcohol. It can be helpful to join a stop-smoking class. Most importantly, avoid any high-risk situations where the urge to smoke is strong.

Don’t Quit Alone: For many ex-smokers, success was achieved by developing a strong support network. Tell your friends, family members and co-workers that you have planned to quit smoking. Surrounding yourself with support and encouragement from others can keep you on the right track.

A partnership between the Indiana State Personnel Department (SPD) and the Indiana Tobacco Prevention and Cessation Agency (ITPC) provides additional programs and resources to help state employees quit smoking. As a result of this ongoing partnership, facts about tobacco use and its effects on Indiana state employees appear monthly in The Interchange.

For more information, or if you or a loved one needs help quitting smoking, call 866-515-5433 or visit www.WhiteLies.tv.

Exercise Your Power of Suggestion!

How to Submit an Employee Suggestion in Six Easy Steps



LOOK AROUND...

Just because it has always been done one way doesn't mean it can't be improved.



THE PROBLEMS...

Examine procedures and equipment - Get the facts - Divide the BIG problem into smaller ones - solve the small ones.



CHALLENGE DETAILS

ASK WHY, WHAT, WHERE AND HOW. CAN METHODS AND MATERIALS BE COMBINED CHANGED OR ELIMINATED?



NEW IDEAS

This is what it is all about! What is it that needs changing? How do you suggest it be accomplished?



REFINE YOUR IDEA

Develop and perfect your idea until it satisfies you. Your best answer can be a basis for further improvement by others.



DON'T SIT ON IT!

SUBMIT YOUR SUGGESTION ON THE PROPER FORM AND SIGN IT! MAKE IT CLEAR AND SIMPLE FOR SPEEDY EVALUATION - GOOD LUCK!

For information on the State Suggestion Program, or to submit a suggestion on-line, visit <http://www.IN.gov/jobs/employees/suggestionform.html>.

The Spirit of Volunteering

In the spirit of volunteering in conjunction with the Martin Luther King Holiday, Marion Vocational Rehabilitation Services (VR) partnered with the Grant County Division of Family and Children (DFC) to collect food for the pantry at St. Martin De Porres Center. Two truck loads of food were collected and donated to the pantry as well as \$50 in cash. In the month of December

this pantry served 385 families. The annual total served was 3,883. The numbers show a large increase due to the many plant closings in the Grant County area. DFC and VR are planning to continue the food drive and may collaborate on other projects. The Kokomo VR office and the Howard County DFC office also coordinated a food drive for their community, with equal success.



L-R: Mike Lovett, Area 10 VR Supervisor; Janie Berry, DFC; Cindy Ralston, DFC; and Steven Sullivan, VR Counselor.

Are You a Survivor?

Indiana State Personnel (SPD) Deputy Director, David Bryant has accepted a very real-life challenge to become a smoke free survivor in 2004. He and six other SPD executives have committed to overcome the lifelong consequences of cigarette smoking.

On January 1st, Bryant began his journey to a smoke free lifestyle. "I started the process by cutting back from a pack a day to just a couple cigarettes a day," said Bryant. "I am focusing on changing my behavior."


For Bryant and many others, eliminating the daily ritual of smoking is the toughest part of the challenge. "I have stopped smoking during the day," he admits. "I have found myself working through breaks to avoid the urge to smoke."

As February 1st approached, Bryant took his commitment one step further. He is now continuing his smoke free survival challenge without those two cigarettes a day. Bryant's personal motivation is to become active again. "I'm ready to get my wind back," he said.

Are you ready to join David Bryant and his co-workers in the ultimate survival challenge? Make the first step and sign up for SPD cessation classes.

What: SPD Cessation Classes

When: Wednesdays: April 14, 21, 28 and May 5 from 12:00 p.m. to 1:30 p.m.



Indiana spent \$2.3 BILLION in Medicaid in 1998. 16.3 % of that was related to smoking, equaling \$380 million.

Visit www.WhiteLies.tv to find out more.

Call Barb Knott at (317) 233-3282 for additional information and to register for classes. Registration is required and all classes are mandatory.

Wide Variety of Financial Planning Seminars for State Employees

A variety of Financial Planning Sessions are being offered to State Employees this year. The topics for 2004 include:

- Financial Well-Being - What Every Woman Should Know
- Your Nest is Empty. Now What? Planning Your Financial Future Once Your Kids are Grown
- Your Money Matters
- Your Retirement Plan Distribution
- Help Secure Your Family's Future
- Beat the Financial Squeeze - Caring for Both Children and Parents

For more information on the above Financial Planning Sessions, visit www.in.gov/jobs/training&development/finance.html. Register by contacting Diana Smith, State Personnel Department, at (317) 233-3777 or dsmith@spd.state.in.us. Please specify which session you will be attending: morning or afternoon.

Next month's seminar topic is:

Financial Well-Being – What Every Woman Should Know

Provides the financial education women should know in a context they can apply to their lives. This seminar focuses on helping women take and keep control of their financial life.

April 13, 2004
Training Center Room 5
Indiana Government Center - South
Indianapolis, Indiana
10:00 am to 11:30 am
2:00 pm to 3:30 pm

2004 State COED Softball

The 2004 season start date is fast approaching. The State Coed Softball season starts the first full week in May. There are 10 regular season games and a double elimination tournament that follows. For more information on rules, eligibility, and how to participate in the fun, contact Darren Laaser at (317) 232-3167 or dlaaser@spd.state.in.us.

Submissions Needed for “Your Voice”

“Your Voice” is a column that gives State Employees a chance to express their opinions about state government, their jobs, the budget, or any other work-related topic that directly affects them. Submissions to “Your Voice” should be mailed to: The Interchange, State Personnel Department, 402 West Washington Street, Room W-161, Indianapolis, IN 46204. You may also submit requests on-line at <http://www.in.gov/jobs/theinterchange>. Please contact Kristin Witherbee at (317) 234-1407 or kwitherbee@spd.state.in.us with any questions or concerns.

Gotta Go Green! ...

Being “Green” and the month of March go together! Wearing green on St. Patrick's Day, seeing the first green tips of the crocus popping through the snow and the beginning of Spring on March 20 are a few examples. But “Green” also has other meanings. Indiana's Greening the Government initiatives help state employees deliver government programs and services in an environmentally friendly way! As seen by the examples below, GREENING IS EASY and many people already participate! As another benefit, many of these actions also save the \$\$ kind of Green!

- emailing to reduce hardcopies;
- double-side copying when paper is required;
- recycling materials instead of trashing them;
- buying new products that are energy efficient; have low toxicity or contain recycled-content material;
- using environmental-based methods to build, remodel, de-construct and operate state facilities;
- shutting down computers and turning off lights when not being used;
- preventing messes and the need for clean-ups by covering beverage cups;
- reducing pest problems by keeping food properly stored and cleaning out refrigerators regularly;
- re-fueling our state fleet's alternative fueled vehicles with ethanol-85 fuel;
- walking, bicycling, bus-riding or carpooling to work; and
- Lots of other ideas!

Visit www.IN.gov/greening for more information ... for work and for home! And thanks for doing YOUR part as we continue to GO GREEN within Indiana state government!

All the Help you Need to Buy a Home or Make Home Improvements

Don't miss the Indianapolis Neighborhood Housing Partnership's (INHP) annual Home Fair March 20 and 21 at Glendale Mall and receive a free credit report, talk to housing experts and learn what steps you need to take to buy a home, or make improvements to the home you own. The Fair will offer on-site credit analysis, lessons on the latest home improvement trends and sessions on financing options. INHP can help people from all income levels learn what it takes to achieve the American Dream, homeownership.

The Home Fair will be 10 a.m. to 6 p.m., March 20 and from noon to 6 p.m., March 21. Admission is free. There will be special activities for children.

For more information on Home Fair 2004 or INHP, log on to www.inhp.org or call (317) 925-1400.

TRAINING PROGRAMS

April 2004

Date	Time	Class	Cost
1	9:00 - 12:00	Record Keeping Guidelines for Occupational Injuries and Illnesses (OSHA)	Free
6	9:00 - 3:00	CLER/Managing People**	\$25/program*
7	9:00 - 12:00	CLER/Selection & Interviewing**	\$25/program*
7	1:00 - 4:00	CLER/Sexual Harassment for Managers**	\$25/program*
8	1:00 - 3:30	Hoosier S.T.A.R.T. "Investment Basics"	Free
13	10:00 - 11:00	Ethics Orientation	Free
13	9:00 - 4:00	CLER/Personnel Rules**	\$25/program*
14	10:00 - 12:00	Ethics for Managers	Free
14	9:00 - 4:00	CLER/Union Settlements**	\$25/program*
15	9:00 - 4:30	Situational Leadership**	\$50
20	9:00 - 3:30	CLER/Performance Appraisal**	\$25/program*
21	9:00 - 11:00	CLER/Administrative Investigations**	\$25/program*
21	12:00 - 4:00	CLER/Progressive Discipline**	\$25/program*
27	9:00 - 4:00	CLER/ABC's of Discrimination**	\$25/program*
28	9:00 - 1:00	CLER/Family Medical Leave**	\$25/program*

NOTE: All classes will be held in the State Training Center except where noted.

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

*The Comprehensive Labor & Employee Relations (CLER) program has a fee of \$25.00 for each participant.

The \$25.00 fee covers the 10 training sessions inclusive in the CLER program.

CLER participants must commit to attend all 10 training sessions.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

-IT'S TIME TO START THINKING TAXES AGAIN-

We have Good News!

For a **fast, accurate, and simple** way to file your State Individual Income Taxes, you can:



I-File

All you have to do is log on to **www.in.gov/dor/** and you can file your state taxes today over the internet!

With the Direct Deposit option, you can have your refund in just a **matter of days**.
Best of all: **It's Free** for you to use!

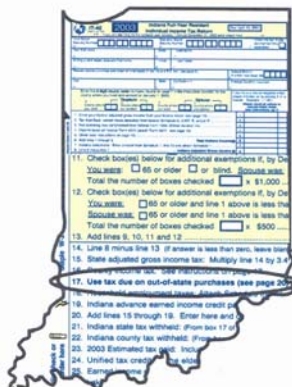


Artwork provided by Jerry Williams, State Personnel Department.

Don't forget to report any purchases where you didn't pay sales tax.

Did you buy:

- ☐ magazines?
- ☐ gardening supplies from a catalog?
- ☐ cd's?
- ☐ a sweater or other clothing from a catalog?
- ☐ shop from the internet?
- ☐ order something from those mail order catalogs?



If you checked any of these examples: then you may owe Indiana Sales/Use Tax.
See **line 17** instructions of your tax return to find out how to report it.

ALL CURRENT EMPLOYEE DISCOUNT INFORMATION CAN BE FOUND AT
http://www.in.gov/jobs/special_projects/discount.html

The Interchange



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